



TERMS OF REFERENCE FOR PROJECT EVALUATOR

Project Title: VRN 2014-2015– Keeping people safe from water reservoirs

1. Introduction

The Vietnam Rivers Network (hereafter referred to as VRN) works to protect the health of riverine communities and ecosystems. Its work includes sharing information, conducting research on social and environmental impacts caused by hydropower projects and other water-related development projects in Vietnam, and doing advocacy on these issues. VRN is an open forum whose membership includes a broad set of actors concerned with protection of rivers and river-dependent communities and sustainable development in Vietnam. They are NGOs, researchers, academics, government officials, local communities, and individuals.

Project VRN 2014-2015: Keeping people safe from water reservoirs funded by ICCO. The project has been developed in relation to VRN's Action Program, and the outputs and activities associated with those objectives. (1) To enhance communication and cooperation among relevant domestic and international stakeholders; (2) To improve implementation of water related policies through VRN's evidence-based research, independent monitoring, evaluation and advocacy. The advocacy work will reach toward not just national, but also regional and international levels.

With these expectations, the evaluation starts with defining the theory of change, criteria, indicators and result levels. The evaluator selects the sites of the evaluation and carries out a desk and field study. An evaluation report will be written and submitted to the partner organization. Discussions on the report between the partner and the evaluator should mainly be on the level of correct reflection of the facts; the use of appropriate evaluation techniques and sufficient triangulation of findings.

2. Purpose of the Evaluation:

To evaluate a project against

- 1) The objectives and result agreements as formulated in the contract between ICCO Cooperation and partner.

- 2) The result at impact and/or outcome level (beneficiary level) that were expected, according to the objectives and result agreements.
- 3) The relation between the partner organization and the ICCO Alliance and other stakeholders.

These three main objectives of the evaluation will be held against the criteria of relevance, efficiency, effectiveness and sustainability.

The objective of the evaluation serves both accountability and learning.

3. Scope of the Evaluation:

The evaluation is expected to cover the following project components:

- Advisor Boards; Management Team, VRN's Coordinator; Regional coordinators and key members
- VRN's Offices: VRN in the North (coordinated by WARECOD in Hanoi); VRN in the Central and Highland (coordinated by CSRD in Hue); VRN in the South (coordinated by CBD in HCM)
- Some of the sites that the project has supported (if needed)
- Other stakeholders.

This evaluation has the following principal tasks:

The main evaluation questions are:

- 1) To what extent, did the project reach its objectives, outputs and outcomes?
- 2) To what extent, did the project create a positive influence on national policies regarding dam issues?
- 3) Implementing VRN's Strategy? Development and extending network?

The main learning questions are:

- 1) What are the lessons learnt regarding approaches to make the project more effective, with emphasis on Programmatic Approach?
- 2) What should be done to make the network become more regional link?

4. Deliverables:

The output of the mission will be the **Evaluation Report** in English

Content of the report:

- 1) *Main text:*
 - The purpose and objectives of the evaluation
 - The main (central) research question and the specific research questions

- Explanation and justification of the methods used; a justification of selections made (of person, villages; groups) and the scope and limitations of the evaluation.
- Reconstruction of the Theory of Change of the evaluation topic, including a (short) discussion of the relevant theoretical issues or hypotheses main interventions; strategies and a description of project area;
- Presentation and analysis of findings (clearly distinguished), including unexpected, relevant findings.
- Conclusions, with reference to the (specific) research questions (following key evaluation criterion relevance, efficiency, effectiveness, results, sustainability, impact)
- Recommendations for different stakeholders.

2) *An executive summary which can be used independently*

3) *Annexes*

- Terms of Reference
- Data collection and analysis techniques: such as persons interviewed, places visited, questionnaire, interview guide or topic list, statistical elaboration and analysis
- Evaluation program (dates and activities)
- Concepts and abbreviation list
- List of documents/ literature used

Length of the report: Preferably no longer than 50 pages, excluding annexes. The report should include a chapter with conclusions in accordance with the ToR, a limited number of recommendations and an executive summary.

5. Time and Duration:

The total duration of the evaluation will be **15 days** within the period of 1 July - 15 September 2015, according to the following plan:

Preparation (3 days)

- Collection of and acquaintance with the project document, project progress reports and other relevant project-related materials;
- Designing the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Setting up the mission dates and preparation of the detailed mission program in cooperation with the VRN Project Manager /Assistant. The Project Assistant will organize the schedule of the mission, arrange transportation for the consultant, when necessary;
- Communication with the Project Assistant to clarify any other matters.

Mission to VRN and stakeholders (5 working days):

- Briefing with VRN
- Meeting with Coordinator; Advisor Boards; Management Team; Regional coordinators and key members.
- Visit to project sites, if needed.
- Presentation of preliminary evaluation results to key project stakeholders

Elaboration of the draft report (5 working days):

- Additional desk review
- Completion of the draft report
- Presentation of draft report for comments and suggestions
- Additional information and further clarification with VRN, project management team;

Elaboration of the final report (2 working days):

- Incorporation of comments and additional findings in the draft report
- Finalization of the report

5. Required Qualification

- Profound knowledge and experience on Evaluation Development and Management network.
- Profound knowledge and experience on Communication and Advocacy policy
- Knowledge and experience on Water Resources and Management River basin
- Excellent writing skills;
- Fluency in English required.